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.13 Operation of Vehicles

- **.13.1 Responsibilities of Employees for Operation of Vehicles**

County Officers and Department Heads shall be responsible for the use of vehicles by Departmental personnel. The following criteria will apply to employees operating County vehicles:

- (a) No person shall operate a County vehicle that does not have issued to him/her a valid California drivers license;
- (b) Each employee shall be responsible for proper use, care and operation of the County vehicle assigned;
- (c) Employees operating County vehicles shall comply with all Vehicle Code laws in a safe and courteous manner;
- (d) Fines and penalties imposed by a court for a violation while on County business are the personal responsibility of the employee;
- (e) All persons operating County vehicles shall be County employees or such other persons acting for and on behalf of the County as the Board of Supervisors may designate;
- (f) Employees are to operate County vehicles in an ordinary, reasonable manner and not use in activities that may damage the vehicle, except Emergency Vehicles operating under Code 3 conditions;
- (g) County vehicles shall only be used in conjunction with County business as per Glenn County Administrative Code 7.10.01.

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